

# 2014

# CAMP SHORELINE

## PARENT/CAMPER INFORMATION GUIDE



We have an exciting camp experience planned for your child and can't wait for it to begin! Please take a few minutes to look through this handout, it contains all the information you need to prepare your child for their first day at Camp Shoreline. If you have any questions, please contact us at 206-801-2600, [SRC@shorelinewa.gov](mailto:SRC@shorelinewa.gov).

**Be sure to complete and turn in a 2014 Liability Waiver Form at least one week prior to camp.** A current year's Liability Waiver form is required to participate in any City of Shoreline Parks and Recreation programs. This form is included on the last page of this handbook for your convenience. **Filling out this form completely is very important.**

### General Information:

#### TIMES

**Camp Times:** 8am-4pm **New time**

**Before Care:** 7am-8am **New time**

**After Care:** 4pm-6pm

#### CAMP SHORELINE AT SPARTAN RECREATION

**Spartan Recreation Center, 202 NE 185<sup>th</sup> St. (185th St. & 1<sup>st</sup> Ave)**

Lil' Playground Pals at SRC (4-6yrs), Activity & Swim, Sport & Swim (7-12yrs)

**Phone:** 206-801-2600

**Email:** [SRC@shorelinewa.gov](mailto:SRC@shorelinewa.gov)

#### CAMP SHORELINE AT MERIDIAN PARK SCHOOL

**Meridian Park School, 17077 Meridian Ave N. (175<sup>th</sup> & Meridian Ave)**

Lil' Playground Pals at MP (4-6yrs), Camp Shoreline @ Meridian Park (7-12 yrs),

**Customer Service Phone:** 206-801-2600

**4-6yrs. Camp Director Phone:** 206-735-6172

**7-12yrs. Camp Director Phone:** 206-735-6173

**Email:** [SRC@shorelinewa.gov](mailto:SRC@shorelinewa.gov)



#### DOWNLOAD YOUR CAMPERS WEEKLY CAMP SCHEDULE AT

[www.ShorelineWA.gov/Camps](http://www.ShorelineWA.gov/Camps)

### Weekly Schedule:

A schedule detailing what your child will be doing during their week at Camp Shoreline will be emailed to all registered parents a week before camp starts. The Weekly Schedule is also posted on our webpage [www.ShorelineWA.gov/Camps](http://www.ShorelineWA.gov/Camps)

#### Here is a sample of an average day at Camp Shoreline

8-9 am	9-9:30 am	9:30-10 am	10-11:30 am	11:30am-1pm	1-2:30pm	2:30-3:45pm	4pm
<b>Camp Check-In</b> Campers play Games & Activities	<b>Camp Rally</b> Camp rules, camper introductions and daily schedule with opportunity for campers to offer input.	<b>Active Games</b> Games to get us moving around or icebreakers to get to know each other better.	<b>Themed Activity</b> Activity based on the week's theme. Often involves group activities or learning new skills.	Lunch & Recess	Group games, art activities, sports & fitness, field trip or performer.	<u>Age 7+ SRC</u> Swimming  <u>Age 7+ MP</u> Arts & Games  <u>Age 4-6 MP &amp; SRC</u> Arts & Games	<b>Camp Check-Out</b>

## What to Bring to Camp:

- ☐ **Liability Waiver Form:** Try to turn form in at least one week before camp, but if you can't be sure to bring it your first day.
- ☐ **A sack lunch and drink daily (and afternoon snack for Meridian Park Campers):** There is no refrigerator or microwave for campers to use. Campers are not allowed to use the vending machines during any of our camps. Campers at Spartan Recreation Center camps are provided an afternoon snack. Campers at Meridian Park are not provided an afternoon snack and should bring a snack. ***We regularly have campers with severe peanut allergies and ask parents not to bring peanut products to camp.***
- ☐ **Bring a water bottle:** We play outside a lot! There is a drinking fountain in the facility and a water cooler in the classroom to fill their bottles. We do not supply cups, so when outdoors your child will need their own water container.
- ☐ **Sunscreen and Sun Protection:** Please apply sunscreen generously before camp and provide your child any hats, sunglasses or clothing needed for protection from the sun. Counselors are not permitted to put sunscreen on the campers.

### For Activity & Swim, Sport & Swim Camps at Spartan Recreation Center

- ☐ **Swimsuit and towel:** All campers in these camps are expected to swim every day.

### Lil' Playground Pals Campers (Ages 4-6) at ALL locations

- ☐ **A change of clothing** is strongly encouraged for our 4-6 year old playground pals campers in case of any accidents.

## What NOT to bring:

**Valuables:** Do not bring any toys, electronics, including I-Pods, cell phones or money to camp.

## What to Wear:

- **Tennis shoes/Sneakers:** Your child will be playing games like kickball. For safety we ask them to wear shoes with a covered toe that they can easily run in. Please no sandals or flip-flops.
- **Play clothes:** Please dress your child in clothes that you do not mind getting dirty. We have many outside adventures and hands-on projects planned each day.
- **Jacket or Sweatshirt:** We play outside a lot. Please bring a jacket or outer layer for your child to stay warm and dry.

## Dropping Off/Picking Up:

**For the safety of your child we require that you be physically present when dropping off or picking up your child. Please do not drop off your child in the front of the building.** Sometimes there is important information that we need to tell you before /after camp or a form you need to sign. Camp staff will check campers in and parents must sign their child out every day at the same location where their child was dropped off. Please be patient signing out, as it will take longer to sign your child out.

- Only authorized parents/guardians may pick a camper up. If someone else is picking up your child, be sure to notify the camp director of permission.
- Please pick up your child on time. If not, we may have to charge a late fee. Our late fee policy allows for a 10 minute grace period and then charges **\$5.00 per child**, for **every 10 minutes** that a camper is picked up late.

### TIMES

- **Drop Off Time:** Camp Shoreline starts at **8:00am**. Please be sure your child is dropped off by 9:30am, as major activities will have started by this time. If they will be dropped off later, please call 206-801-2600 to notify staff. Camp might have moved to another room or location. If you need to drop off your child earlier than 8am, contact us about signing your child up for "Before Care" (available 7-8am).
- **Pick Up Time:** Camp Shoreline ends at **4:00pm**. Please be sure your child is picked up by 4pm. If you will be picking up before 3:30pm, please call 206-801-2600 to notify staff. If you need to pick up your child later than 4pm, contact us about signing your child up for "After Care" (available 4-6pm).

### LOCATIONS

#### Spartan Recreation Center Pick-Up/Drop-Off: 202 NE 185<sup>th</sup> ST.

- *Before Care & After Care:* Cascade Room
- *4-6 year olds:* Olympic Room
- *Activity & Swim:* Cascade Room
- *Sport & Swim:* Gymnasium

#### Meridian Park Pick-Up/Drop-Off: 17077 Meridian Ave N.

- *Before & After Care:* Music Room (Back Parking lot near the baseball field)
- *4-6 year olds:* Room 502 (Back Parking lot, on west side of playground)
- *7-9 year olds:* Music Room (Back Parking lot near the baseball field)
- *10-12years old:* Band Room (Back Parking lot near the baseball field)

## Emergencies:

If we have an emergency we will call the adult contact's phone numbers listed in your child's Liability Waiver Form. If needed, we will call the emergency contact. It is important these numbers are accurate and complete on the Liability Waiver Form.

In case of an emergency, please call the **Spartan Recreation Center at (206) 801-2600**.

## Field Trips:

Occasionally we go on walking field trips to local parks or nearby locations. We will notify you at the beginning of the camp week and ask that you sign a Field Trip Permission Form, giving us permission to take your child off site. Children without permission will stay at the camp location with a staff person.

## Illness/Injury, Allergy or Medication Needs:

### Illness/Injury

If your child is ill, please do not bring them to camp. If they become ill or injured during camp we will notify you immediately, and if serious we will call 911. In the case of an upset stomach your child might just need to rest and in other cases we might need to ask you to come pick up your child. All Camp Shoreline Staff are CPR Certified. If your child requires first-aid, camp staff will administer first aid if given verbal parental consent from the parent.

### Medications / Allergies

Campers can bring medications to camp but must administer their own medication, with the exception of Epi-Pens. If your child has a prescription for an Epi-Pen, please fill out an Epi-Pen Authorization Form and turn it in to the Camp Director. Staff is unable to administer other medications to campers.

If your child has an allergy, please let the camp director know. We regularly have campers with severe peanut allergies and ask parents not to bring peanut products to camp.

## Behavior Guidelines:

It is our goal for your child to have a fun and positive experience at Camp Shoreline. At Camp Shoreline we emphasize:

**C - Cooperation with staff and others.**

**A - Acting responsibly and safely.**

**R - Respecting yourself and others.**

**E - Encouraging each other.**

Our staff will go over these simple "CARE" guidelines with campers at the beginning of each week. Campers who do not follow guidelines or behave in other inappropriate ways will be given a verbal and then written warning. We'll share with you if your child has had any warnings either over the phone or at the end of the day. After 2 warnings of a reoccurring incident, parents and child will be asked to sign a behavior contract to help the child understand the consequences of their actions. After 3 warnings or in the case of excessive inappropriate or dangerous behavior, your child will be sent home and possibly asked not to return to camp for the week or longer.

**How can we help your child?** One your first day of camp, please let our camp director know if there are any social or behavioral issues we should be aware of with your child. Share with us things that trigger this behavior and ways we can help them deal with certain situations.

## Special Needs:

Children with special needs are integrated into Camp Shoreline and participate in all activities in a comfortable and appropriate manner. If your child has special needs or requires special accommodations, please contact Courtney Brown, Recreation Supervisor at 206-801-2635 at least three weeks prior to starting camp. We will make every effort to make reasonable accommodations for your child.

The City of Shoreline also offers summer camps specifically for youth and teens ages 6-17 with developmental disabilities. For information, please contact Courtney Brown, Recreation Supervisor at 206-801-2635.

## NEXT STEPS:

**Be sure to complete and turn the following forms at least one week prior to camp:**

- ☐ **2014 Liability Waiver Form (required)**



## 2014 Liability Waiver Form

This form covers all recreation programs and community events offered by the Shoreline Parks, Recreation and Cultural Services Department for the year 2014. Please read and fill out this form completely and legibly. This information will be used in the event of an emergency. Once finished, please return to our office promptly.

Section One: Please provide information for ALL participants in your family.

Last Name	First Name	Gender (optional)	Date of Birth	Medical/Allergy Alerts
<b>ADULTS/PARENTS/GUARDIANS</b>				
<i>Main Contact</i>				
1.		M		
2.		M		
<b>CHILDREN/DEPENDENTS</b>				
1.		M		
2.		M		
3.		M		
4.		M		
5.		M		
<b>Address:</b>				
<b>City/State/Zip:</b>				
<b>Email Address:</b>				

Section Two: What is the best way to reach YOU or other Adults in your home?

Name	Cell Phone	Home Phone	Work Phone
<i>Main Contact</i>			
1.			
2.			

Section Three: Please provide two Emergency Contacts NOT listed above:

Emergency Contact Name	Relationship	Cell Phone	Home Phone
1.			
2.			

I am 18 years of age or older, fully competent and am the parent or legal guardian of the minor children shown on this Liability Waiver Form. It is important to me that I and/or my child(ren) be allowed to participate in recreation programs and community events offered by the Shoreline Parks, Recreation, and Cultural Services Department. I understand that these programs and events include, but are not limited to, dance, sports, fitness, aquatics, and other special interests classes, and I understand there are special dangers and risks inherent in these programs and events including, but not limited to, the risk of serious physical injury, death, or other harmful consequences which may arise directly or indirectly from my participation and/or the child's participation in the activity. **HAVING READ THIS WAIVER AND BEING FULLY INFORMED OF THESE RISKS** and in consideration of me and/or my child(ren) being allowed to participate in the activity and/or use the City facilities, I assume all risk of injury, damage, and harm to myself or my child(ren) which may arise from my participation or my child's participation in the activities or use of City facilities. I further agree to release and hold harmless the City of Shoreline, its officials, employees, and agents, and agree to waive any right of recovery that I or my heirs and successors may personally have in the future to bring a claim or lawsuit for damages against the City of Shoreline, its officials, employees, and agents for any personal injury, death, or harmful consequences occurring to me or my child(ren) arising out of my participation or the child's/children's participation in the activity. I hereby authorize the use of photos/ video of above listed participants.

*I understand that if I DO NOT wish to have photographs and/or videotapes of me or my child/children/ward to be utilized for promotional purposes, I must call (206)-801-2600 prior to the first day of the program and/or event.*

Main Contact/1 Signature:

Date:

Adult 2 Signature:

Date:

Please return to:

PRCS – Spartan Recreation Center  
202 NE 185<sup>th</sup> St Shoreline, WA  
98155 Phone: 206.801.2600 Email:  
pks@shorelinewa.gov

☐ I DO NOT WISH TO RECEIVE THE PARKS & REC ENEWSLETTER